SECTION XII CLIENTS TRANSFERRING

A. OVERVIEW

- 1. Clients wishing to receive services in a Colorado Department of Public Health and Environment Family Planning Program clinic site may transfer records of an annual visit done elsewhere within the previous year.
- 2. Clients may receive services and contraceptive supplies if medical records are obtained and are complete by agency and Title X standards.
- 3. A copy of the most recent required exam components must be filed in the chart
- 4. If records have minimal omitted material, e.g., thyroid, those partial exams may be completed by the agency. However, if a substantial portion of any required exam components is absent, or the exam findings cannot be clearly evaluated, those required exam components must be repeated.

B. PROVISION OF CONTRACEPTIVES

- 1. Contraceptive supplies may be provided until the next annual visit is due.
- 2. To continue receiving contraceptive supplies through your agency, the client must continue to receive subsequent **complete annual visits** through your clinic.